

**RECREATION
ASSISTANT
NF-0189-03**

YOUTH SERVICES

Kindergarten/Kids After School Program (KASP) Coordinator

INTRODUCTION

This position is located in the QOL Department, FSC Division, Youth Services Branch, NAS Lemoore. The Incumbent organizes, leads designated Kindergarten/Kids After School Program (KASP) activities, Day Camp, Summer Camp and assists with Youth Activities Programs.

II. DUTIES AND RESPONSIBILITIES

- 10% { Develops and executes an on-going program of activities and curriculum that provides positive learning experiences for children and contributes to their growth and development. Ensures a pleasant, inviting atmosphere for all children.
- 10% { Coordinates by age, the appropriate play and learning activities to foster individual and group activity development. Leads and interacts with children in songs, games, reading and other activities as required.
- 9% { Observes and evaluates children's progress, participate in conferences with parents. Plans and conducts parent involvement in school age programs and encourages parents to become involved. Makes recommendations for placement of children in groups based on age, ability and temperament. Interacts with parents to keep them informed, answer questions and address concerns.
- 40% { Oversees the day to day operation of the Kids After School Program. Participates in hiring and evaluating KASP staff members (paid and volunteer personnel). Supervises ~~KASP~~ ^{/Kindergarten} staff members to create a harmonious and effective working environment. Assist Youth Activities Director with scheduling and assignments of KASP staff. Keeps staff informed on policies, regulations and program operating procedures. Discusses child care problems with Director.
- 10% { Plans and facilitates regular ~~KASP~~ staff meetings. Develops and executes an on going program of in-service training which includes orientation, Youth Activities policies and procedures, Fire Prevention/evacuation, Health and Safety.
- 15% { Maintains a safe, sanitary and orderly physical environment that adheres to applicable instructions and standards by arranging for repair/replacement of equipment and facility, and regular cleaning of program areas. Ensures staff follows Security, Safety, Health, and other required rules.
- % { Maintains records of but not limited to children's enrollment, registration, attendance, progress reports, and conferences with parents. Updates children's files as needed.
- % { Maintains a resource library to aid staff in preparing activity plans.

10%

Develops a working relationship with base school personnel and other department/organizations on base.

Maintains and orders ~~the~~ program supplies. Maintains custody, control and accountability for KASP equipment and materials. Assists in conducting minor and major property inventories as required.

Performs other related duties as assigned.

III. SUPERVISORY CONTROLS

The incumbent performs duties under the general supervision of the Youth Activities Director or other designated Supervisor. The Family Support Director is available for assistance in the absence of the Youth Activities Director. Incumbent is expected to work to use initiative and creativity in accomplishing goals and objectives. Works independently, using sound judgement and bringing problems of an unusual nature to the Youth Activities Director for guidance.

IV. KNOWLEDGE REQUIRED BY THE POSITION

Incumbent must have at least two years of specialized experience.

Incumbent must have knowledge of Youth Activities and its operation, guidelines and instructions.

Incumbent must have knowledge about school age children's developmental needs. Supervisory knowledge and skills are required to supervise 12 KASP staff members.

Must have completed CPR and First Aid training. Must be able to obtain a Class B Driver's License.

Must be at least 18 years of age, high school graduate or equivalent.

Be able to lift more than 40 lbs, and successfully pass background checks.

V. GUIDELINES

These include DOD, Navy and local policies and instructions regarding youth programs. The incumbent is required to use judgment in making deviations to adapt guidelines to specific situations; however, situations deviating greatly from or not covered by the guidelines are referred to the supervisor.

VI. COMPLEXITY

The school age program involves planned, supervised activities designed to meet the social, physical, emotional, intellectual and recreational needs of each child. The incumbent must be responsive to the needs of the individual children and their parents. The incumbent must allow for priorities and schedules that may change frequently, due to new children are continuously enrolled in the program. The incumbent plans the daily classroom activities while maintaining adequate staff/child ratios and a safe, healthy and stimulating environment for children.

VII. SCOPE AND EFFECT

The duties of this position involve applying program policies/procedures and executing the school age program which contributes to the mental, social and physical well-being of each child. The program also contributes to the morale and well-being of military and DOD personnel whose children benefit from the services provided.

VIII. PERSONAL CONTACTS

Personal contacts are with dependent youths and their parents, MWR staff, base civilian and military personnel, staff and volunteers. Contacts are also with local establishments and base school personnel.

IX. PURPOSE OF CONTACTS

Contacts with dependent youths and their parents are to determine/evaluate needs and provide adequate child care services. Contacts with staff and volunteers are to determine staffing needs, provide on-the-job training and to keep them apprised of goals and objectives. Contacts with MWR staff is to coordinate available activities for children and usage of facilities. Contacts with civilian and military base personnel are to obtain services. Contacts with local establishments is to facilitate usage of facilities for field trips, and contacts with base school personnel is to coordinate/cooperate with school related issues.

X. PHYSICAL DEMANDS

The work requires some physical exertion such as long periods of standing, walking, bending, and crouching. The work also requires driving of the school van. Other physical demands are typical of a school age child care environment. The incumbent must be capable of lifting, moving, carrying children, toys, equipment, supplies and other program items which may weigh more than 40 lbs.

XI. WORK ENVIRONMENT

Work generally takes place within the administrative and classroom activity areas with adequate lighting, heating and ventilation. Work performed outdoors will include the playground areas and field trip locations. The work may involve a flexible work schedule according to the requirements of the program.